RECOMPETITION TIP SHEET # 2

Space Saving Grant Tips For HS Recompetition

One key strategy in creating a winning grant proposal is mastering the use of space in your grant narrative. This Tip Sheet provides creative strategies to improve the strength of your narrative.

1. Limit Letters of Support: Instead of using up valuable space in your Appendix for numerous letters of support, write one letter that is signed by a number of agencies in your community. In addition to single letters of commitment, this can be included in your grant to demonstrate community engagement.

2. Memorandums of Understanding and Cooperative Agreements: It is not necessary to provide a full copy of every agreement your organization maintains with local agencies. Instead, provide a one page description of your agreements with details about partnership arrangements. *Keeping this in mind, we do recommend including your full agreements with disabilities services providers.*

3. Review Line by Line: When you are finished with each narrative section, review it line by line and remove duplicate information. Also eliminate any padding or cramming. A well-written comprehensive narrative is appreciated by reviewers. When your narrative says the same thing over and over, it implies that your plan is not complete. Let each point you make stand out. *(Note – like Heartland on Facebook and you will be entered in a drawing to receive a free review of your grant from our HS vetted grant writer!)*

4. "Been There Done That": Limit your resumes to one page and only include resumes for key leadership staff and managers. You are aiming to demonstrate your job qualifications, not a complete list of things that you have done in the past. Instead, use the grant narrative to describe how your skills, knowledge, and experience will support management of the HS program.

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Heartland specializes in writing grant proposals, creating Community Needs Assessments, developing program policies and procedures, implementing programs, managing post-award activities, and locating additional funding sources.